



## TENANT DIRECTIVE

**Tenant Directive No.: BWI 401.1**  
Distribution List: A  
Effective Date: February 1, 2024

Original Date: November 15, 2023  
Revised: December 13, 2023

Approved by:   
Director, Office of Airport Operations

Date: 12/13/23

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### STANDARD RATES AND FEES AT BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL (BWI MARSHALL) AIRPORT

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#### Purpose

The purpose of this Directive is to publish the Standard Rates and Fees for FY 2024.

#### Reference(s)

Summary of changes

1. Section K Miscellaneous Fees

#### Scope

Unless otherwise stated, all rates and fees are subject to adjustment on July 1 of each year. The Maryland Aviation Administration (MAA) may also implement a mid-year adjustment. It is the MAA's policy that space is leased in an "as is" condition. Improvements or modifications of leasehold areas to accommodate the special needs of tenants will not be undertaken at the Administration's expense.

This Directive supersedes BWI Marshall Airport Tenant Directive 401.1 dated November 15, 2023. **The rates in this Directive are effective February 1, 2024.**

#### Definitions

See page 6

#### Responsible Party:

Office of Commercial Management  
410-859-7921

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## DIRECTIVE

### I. Directive Statement

#### A. Landing Fees

Aircraft	Fee per 1,000 lbs.	Minimum Fee
Signatory Airline	\$4.01	N/A
Non-Signatory with Agreement	\$5.01	N/A
Itinerant without Agreement	\$6.66	N/A
General Aviation	\$5.33	\$57

NOTE: Landing Fees are based on FAA Certificated Maximum Gross Landing Weight (MGLW) as established by the PASSUR Landing Fee Management Program. Based aircraft are exempt from landing fees whenever such aircraft are not used for revenue-producing purposes.

#### B. Aircraft Parking Fees

Aircraft Size	Daily, with Agreement	Daily, without Agreement
Extra Small Aircraft (less than 40,000 lbs)	\$50	\$70
Small Aircraft (40,000 – less than 80,000 lbs)	\$100	\$130
Medium Aircraft (80,000 - 300,000 lbs)	\$125	\$170
Large Aircraft (more than 300,000 lbs)	\$175	\$230

NOTE: There is a three-hour grace period before parking fees are charged. The parking fee is applied after three hours and for each 24-hour block time of occupancy at a gate or hardstand position. Aircraft parking fees are reset after each departure.

#### C. Airline Space Rental

Space	Signatory Airline per square foot per annum (psfpa)	Non-Signatory Airline psfpa
Ticket counter	\$216.95	\$271.19
Ticket counter kiosk	\$162.71	\$203.39
Passenger holdroom	\$162.71	\$203.39
Office with public access	\$162.71	\$203.39
Office with restricted access	\$130.17	\$162.71
Operations – air-conditioned	\$130.17	\$162.71
Commuter terminal holdroom	\$130.17	\$162.71
Operations - unfinished non-a/c	\$108.48	\$135.60
Bag makeup - unfinished non-a/c	\$108.48	\$135.60
Curbside check-in	\$108.48	\$135.60

Space	Signatory Airline per square foot per annum (psfpa)	Non-Signatory Airline psfpa
Ticket counter queuing	\$43.39	\$54.24

D. Baggage Claim – Non-FIS Deplaned Passenger and Pre-Cleared International

	With Agreement	Without Agreement
80%	\$1.40 per non-FIS deplaned passenger	\$1.75 per non-FIS deplaned passenger
20%	\$32,641 per non-FIS air carrier per month	

NOTE:

- 1) Federal Inspection Service (FIS).
- 2) The Baggage Claim Area Use Fees are charged monthly for the cost of providing Baggage Claim services at the Airport. Eighty percent (80%) is recovered based on deplaned destination passengers on flights using non-FIS baggage claim, and 20% is recovered based on the number of air carriers with non-FIS service at the Airport. Only air carriers handling 4,000 or more monthly deplaned destination passengers on flights using domestic baggage claim are assessed the 20% portion of the fee.

E. Boarding Device Fees

	With Agreement	Without Agreement
Boarding Devices – Preferential Use	\$3,679 monthly	N/A
People Transporter – Inbound or outbound or inbound/outbound	\$100	\$130

F. Passenger Facility Charges - \$4.50 collected (14 CFR Part 158)

G. International FIS Fees

	With Agreement	Without Agreement
FIS Fee	\$8 per deplaned passenger	\$10 per deplaned passenger

NOTE: The FIS Area Fee is assessed to air carriers that have deplaned passengers using the FIS facilities.

H. Common Use

	With Agreement	Without Agreement
Ticket Counter (CUTE) (per position)	\$30 per hour, prorated in 20-minute increments	\$40 per hour, prorated in 20-minute increments
CUTE Kiosk Use (with non-CUTE ticket counter)	\$16 per departure	N/A



	<b>With Agreement</b>	<b>Without Agreement</b>
Boarding Device – FIS Arrivals Only	\$65 per arrival	\$80 per arrival
Outbound Baggage without CUTE ticket counter (per departure)	\$145 per departure	\$180 per departure
CUTE Equipment Use at leased gate	\$1,100 per month*	N/A
CUTE Equipment Use at leased ticket counter	\$550 per month per position*	N/A

\* Per month for any leased gate or ticket counter position that has MAA installed CUTE equipment but is leased preferentially by an airline.

NOTE: Common Use Terminal Equipment (CUTE)

I. Common Use Holdroom Fees

	<b>With Agreement</b>	<b>Without Agreement</b>
Commuter terminal with no boarding device	\$100	\$125
Aircraft with 99 seats or less and boarding device	\$265	\$330
Aircraft with 100 to 199 seats and boarding device	\$460	\$575
Aircraft with 200 seats or more and boarding device	\$660	\$825

NOTE:

- 1) Covers per turn, departure, or non-FIS Arrivals.
- 2) If parking longer than three hours, aircraft parking fees (Section B) apply in addition to the holdroom fee.

J. Non-Airline Passenger Terminal Fees

<b>Space</b>	<b>Rate psfpa</b>
Public counter/kiosk	\$222
Shop space – unfinished	\$168
Office with public access	\$168
Office with restricted access	\$135
Operations air-conditioned	\$135
Storage/operations unfinished non-air-conditioned	\$113
Public queuing space	\$48

K. Miscellaneous Fees

	<b>Space</b>	<b>Fee</b>
1.	Elm Road Air Cargo Building Non-air-conditioned warehouse space Air-conditioned office space Truck parking/ramp space/ground rent	\$13.02 psfpa \$18.89 psfpa \$1.50 psfpa
2.	Ground Handling Fee From companies having agreements with the MAA that grant those companies the right to provide ground handling and other technical services to tenant and non-tenant airlines at the Airport.	5% of gross revenue
3.	Airfield Ramp Space	\$1.50 psfpa
4.	Filming Location Fee Movie companies, television shows, etc., which are filmed on Airport property <sup>1</sup>	Up to 4 hours - \$476 4 to 8 hours - \$948 8 to 24 hours - \$1,425
5.	Fiber Optic Permit	\$0.2474 per linear foot of permitted fiber optic cable per annum - paid in lump sum for the term
6.	Special Event Fees <sup>2</sup> : Land Rental	\$1.46 psfpa
7.	Terminal Conference Room Rental	\$60 per hour or prorated in 20-minute increments
8.	Observation Gallery Rental <sup>3</sup>	Monday – Thursday: \$1,254 Friday – Sunday: \$1,880 Rates for up to 4 hours, prorated in 2-hour intervals

<sup>1</sup> For complex filming, location agreements must be negotiated with the MAA Filming Coordinator. Location fees include location/property rental and electrical power and water, if available. Any additional expenses incurred as a result of filming, as determined necessary by the MAA, will be reimbursed to the MAA. Such expenses may be necessary to ensure the safety, security, and smooth operation of the Airport. Compensation to the MAA employees required to work the filming over and above normal working hours will be reimbursed to the MAA.

<sup>2</sup> Any direct expenses incurred by the MAA as a result of holding a special event will be reimbursed to the MAA. Such expenses may include, but are not limited to, labor, cost of supplies, materials, security, etc.

<sup>3</sup> Requests for use must be made to Fraport Maryland (410-859-9201).

	Space	Fee
9.	Parking Lot Ground Rent Zone 1- Mathison Way/Overflow Lot #13/Pink Lot #14/ Midfield Lot #15 Zone 2 - Gold Lot #16 Zone 5 - Old ESP Lot A #5 and Old ESP Lot B #6 Zone 6 - Elkridge Landing Road Lot #9 and #10 Zone 7 - Ground Transportation Staging Lot #8 Zone 9 - East Employee Lot #12 Zone 10 - West Employee Lot #11  <i>Zones 3, 4, and 8 are not for lease.            All zones exclude utility costs. Utility costs are billed separately by MAA Accounting unless customer separately meters.</i>	\$1.2881 psfpa  \$0.8262 psfpa \$0.7373 psfpa \$0.8411 psfpa \$1.1028 psfpa \$0.7373 psfpa \$0.7327 psfpa
10.	Ground Service Equipment Buildings Building Rental Land Rental	GSEB #123, 129, 134 \$25.23 psfpa \$1.36 psfpa
11.	Ground Transportation - per trip fee	\$3.50 per trip inbound \$3.50 per trip outbound

II. Definitions

For the purposes of this Directive, the following words have the following meanings:

- A. Itinerant without Agreement means carriers operating at BWI Marshall Airport without a written Agreement; invoiced by an approved BWI Marshall Airport Ground Handling Services company.
- B. Non-Signatory with Agreement means carriers operating at BWI Marshall Airport with a written Agreement other than the Use and Lease Agreement; invoiced by the MAA.
- C. Signatory Airline means an air transportation company operating at BWI Marshall Airport that has a fully executed Use and Lease Agreement with the MAA; invoiced by the MAA.

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**ADDITIONAL INFORMATION**

**Contact Information:**

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